

**MICHIGAN DEPARTMENT OF HUMAN SERVICES
OFFICE OF CHILDREN AND ADULT LICENSING
FOSTER CHILD RECORD REVIEW WORKSHEET**

DATE	CHILD'S NAME	WORKER NAME		
NAME OF FOSTER FAMILY		FOSTER HOME LICENSE #		
NUMBER OF PLACEMENTS	DATE FOSTER CARE BEGAN	DATE FOSTER CARE ENDED		
RULE	NA	COMPLI- ANCE YES NO		COMMENTS
R 400.12404 Placement.				
Rule 404. (6) An agency shall document, in the child's record, within 7 calendar days after placement, the information specified in R 400.12417(1) as well as all of the following information:				
(a) All of the following child characteristics:				
(i) Sex.				
(ii) Race.				
(iii) Height and weight.				
(iv) Eye color and hair color.				
(v) Identifying marks.				
(vi) Religious preference.				
(vii) School status.				
(b) Name, known addresses, and marital status of the child's parents or legal guardian, if any.				
(c) Names, ages, and known addresses of any siblings.				
(d) Known names, addresses, and dates of any previous out-of-home placements.				
(e) The date that the agency received the child for placement.				
(f) The child's legal status and the agency's legal right to provide care.				
(g) Documentation of the child's placement preparation.				
(7) An agency shall make every reasonable effort to maintain a stable foster care placement for each child placed in foster care. The efforts shall be documented in the child's record.				
R 400.12405 Change of placement.				
Rule 405. (1) An agency shall give first consideration to returning the child to the parent or to placing the child with a relative when a change is indicated.				
(2) The agency shall document all of the following in the child's record before a change of placement occurs:				
(a) Reason for the change in placement.				
(b) Supervisory approval before the change.				
(c) If the child is not returned to the parent or placed with a relative, then the reason why return or placement is not possible.				
(d) Replacement preparation appropriate to the child's capacity to understand, which includes an explanation as to why the change is necessary.				
(e) Notification to the parents and referral source of the change in placement.				
(f) Information about the child shared with the new placement.				
(g) The child's new location and address.				
(h) That the current foster parent was notified in writing of the following information:				
(i) Not less than 14 calendar days in advance, of the change, except when prior notification would jeopardize the child's care or safety. If prior notice is not provided, then the agency shall notify the foster parent, at the time of the change, why prior notice was not given.				
(ii) Of the current foster parent's rights concerning the change in placement.				
(3) If an emergency change in placement is necessary, then all of the documentation required in subrule (2) of this rule shall be in the child's record within 14 calendar days after the change in placement.				

RULE	NA	COMPLI- ANCE YES NO	COMMENTS
(4) If an agency is no longer providing services to the child in a foster home, then both of the following shall be documented before a change in placement:			
(a) A summary of the services provided during care up to the time of the change in placement and the needs that remain to be met.			
(b) Provision for any continuing services.			
R 400.12413 Medical and dental care policy.			
Rule 413. (1) An agency's medical and dental care policy shall, at a minimum, include all of the following:			
(c) A physical examination for each child as follows, unless a greater frequency is medically indicated:			
(i) For a child under 2 years of age, a physical examination shall have been completed within 3 months before being placed in foster care or a new physical examination shall be completed within 30 calendar days after being placed in foster care.			
(ii) For a child 2 years of age or older, a physical examination shall have been completed within 12 months before placement or a new physical examination shall be completed within 30 calendar days after placement.			
(iii) A physical examination every 14 months.			
(d) Current immunizations for each child as required by section 5111 of Act No. 368 of the Public Acts of 1978 as amended, being '333.5111 of the Michigan Compiled Laws. A statement from a parent or licensed medical authority which indicates that immunizations are current or contraindicated is sufficient documentation of immunizations. If documentation of immunization is unavailable, then immunizations shall begin within 30 calendar days of placement.			
(e) The provision of any dental treatment necessary for a child who is less than 4 years of age.			
(f) The provision of a dental examination and any treatment required for each child who is 4 years of age and older, including both of the following:			
(i) A dental examination within 12 months before placement or a new dental examination shall be completed not more than 90 calendar days after placement.			
(ii) A dental reexamination shall be obtained at least every 18 months, unless a greater frequency is indicated.			
(2) An agency shall document all medical and dental care received by a foster child.			
R 400.12418 Service plans; initial and updated.			
Rule 418.(1) An agency shall complete written service plans for each child as follows:			
(a) Within 30 calendar days after the initial placement by the agency.			
(b) Within 90 calendar days after the initial service plan and at least once every 90 calendar days after the initial service plan.			
(2) An agency shall place service plans in the case record and review The plans with foster parents. The agency shall inform the foster parent that the information in the plan and any other information about the child and the child's family is confidential.			
(3) An agency shall develop service plans with the child, the child's parents or legal guardian, the referring agency, and other parties involved in providing needed services, unless the agency documents why any of the entities cannot be involved.			
(4) An agency shall involve the foster parents in the development of service plans to enable the foster parents to understand the plan for the child and the foster parent's role in assisting the agency in carrying out the plan.			
(5) The initial service plan shall include all of the following information:			
(a) Dates, types, and places of agency contacts and persons contacted.			
(b) Circumstances necessitating placement.			
(c) Assessment of the placement selection criteria as required under R 400.12404.			
(d) A social history pertinent to the circumstances necessitating placement that assesses the child and all persons constituting the child's significant family.			

RULE	NA	COMPLI- ANCE YES NO	COMMENTS
(e) A plan that has as its goal reunification of the child with his or her family or another goal of permanent placement. The plan shall include all of the following information:			
(i) The permanency goal for the child.			
(ii) The conditions necessary to achieve the permanency goal identified in paragraph (i) of this subdivision.			
(iii) Action steps and time frames to achieve the necessary conditions identified in paragraph (ii) of this subdivision.			
(iv) The persons responsible for implementing the action steps identified in paragraph (iii) of this subdivision.			
(v) Projected length of placement in foster care.			
(f) Plans for visits between the child, the child's family, and any other person.			
(g) The child management plan to be used by the foster parent.			
(6) An updated service plan shall include all of the following information:			
(a) Dates, types, and places of agency contacts and persons contacted.			
(b) Confirmation that the child's current foster home continues to appropriately meet the placement needs of the child.			
(c) A summary of information pertinent to the updated services plan received since the last service plan from the child, the child's parents or legal guardian, foster parents, referring agency, and others, unless the agency documents why any of these entities cannot be involved.			
(d) Assessment of progress in achieving the permanency goal for the child.			
(e) A plan which includes any changes made since the previous plan and which has the content specified in subrule (5)(e)(i to v) of this rule.			
(f) Plans for visits between the child, the child's family, and any other person.			
(g) A child management plan which includes any changes made since the previous plan and which is to be used by the foster parents.			
R 400.12419 Visitation.			
Rule 419. (1) An agency shall develop a plan of visitation for each child in foster care consistent with the child's service plans, as required by R 400.12418.			
(2) An agency social service worker shall personally visit each foster child at least once each month.			
(3) An agency social service worker shall visit the foster child and the foster parent in the foster parent's home at least once every other month.			
(4) An agency may reduce visits to a child to once every 90 days if there is documentation in the service plan that a child's placement in a foster home is a permanent placement. Visits shall occur in the foster home.			
R 400.12420 Foster care record.			
Rule 420. (1) An agency shall maintain a record for each child in its foster care program.			
(2) An agency shall protect each record against destruction and damage and shall store and maintain each child's record in a manner to assure confidentiality and to prevent unauthorized access.			
(3) The record shall contain all of the following information:			
(a) Initial service plan.			
(b) Any required updated service plans.			
(c) Medical and dental records.			
(d) Placement documentation as required by R 400.12404.			
(e) Change of placement documentation as required by R 400.12405.			
(f) Plan of visitation as required by R 400.12419.			
(4) An agency shall maintain the record for not less than 7 years after the agency's termination of services to the child.			